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MEMORANDUM FOR: General Counsel
 Director of Communications
 Comptroller
 Director of Logistics
 Director of Personnel
 Director of Security
 Director of Training
 Chief, Audit Staff
 Chief, Commercial Staff
 Chief, Management Staff
 Chief, Medical Staff
 Special Support Assistant
 Chief, Project Administrative Planning Staff

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SUBJECT : Effective Writing

1. Government memoranda, letters and other official correspondence frequently are criticized as ponderous and abstruse, rather than simple and clear. A Task Force of the Hoover Commission reported there is a prevailing opinion that this is, in fact, "Government style". The criticism may be correct but the opinion, fortunately, is not. I hope none of our people share it.
2. We must make plain workaday English the prevailing style of all written work originated within the DD/S Organization. The objective requires constant attention at all levels. But we can train personnel to write more effectively.
3. An excellent publication, "Plain Letters," includes most of the basic rules for writing in clear and simple English. Those who review and sign correspondence as well as those who prepare it should study this handbook. "Plain Letters" will be distributed to DD/S components through their Training Officers.
4. In addition, the Office of Training offers a course, "Effective Writing," which covers the basic principles of effective expository writing. The course is designed specifically for Agency employees who have responsibility for writing or for supervising writing.
5. Please see that personnel responsible for preparing papers for signature of the Director or the Deputy Director (Support) are trained in and follow the precepts of writing in clear and simple English.

L. A. WHITE
 Deputy Director
 (Support)

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